



WASHINGTON STATE DEPARTMENT OF

NATURAL RESOURCES

Caring for your natural resources...now and forever

Urban Forest Restoration Project

Annual Monitoring Report – Expanded Template

Annual Monitoring Report

The purpose behind requiring a Three-Year Maintenance and Monitoring Plan and the Annual Monitoring Reports is to help you think through what happens next after project work is complete to increase long-term, sustainable success. The UFRP crew, volunteers and staff work hard on project sites—and it's important work. We want you to have the tools to protect that investment, continue the work as effectively as possible, and tell your story well.

Year: The year of this Report (2014, 2015, etc.)—not the year of the work.

Jurisdiction/Organization: Who the reporting organization is; this should be the same as community or organization that made the UFRP application and the Three Year Plan.

Contact Person: Who to contact in case of questions or concerns regarding maintenance or monitoring of the project site(s).

IAA Number: The InterAgency Agreement number; same as Three-Year Plan.

Site Name: The project site(s) that is the subject of the Monitoring Report; same as Three-Year Plan.

Brief Project Description: Summarize the site description, goals and previous activities from the Three-Year Plan. In the second and third years of reporting, be sure to include a brief summary of any post-monitoring activity and/or changes to overall site management in this section.

Monitoring Plan: A brief summary of the monitoring procedure outlined in the Three-Year Plan. List the criteria established in the Three-Year Plan; a table format might be useful to list the criteria or benchmarks established and the results of the current year's monitoring event(s). Monitoring should occur a minimum of once a year. Any date or time of year may be chosen for the monitoring event, so long as it is consistent year-to-year so that results are comparable over time.

Progress Report:

Date of monitoring event The date that the monitoring fieldwork was done; for example, "October 13, 2015".

Evaluation against criteria Monitoring helps determine whether the methods used are moving the project toward success—or not. Describe how the findings from the monitoring activity measure against the previously established criteria or benchmarks. If you did not create a table to list the results

in the above section, be sure to list monitoring results in this section. What are the variances between the goals you set and the results you see during the monitoring event? Think about what may be driving the success—or lack of success—of the work. Discuss why the methods used are successful; or, alternatively, discuss why you think they are *not* working for you.

Proposed short-term activity If the criteria or benchmarks were not met, what will be your immediate steps to maintain the site in accordance with the project’s goals? Will volunteers, City staff or other crews remove undesirable plants? Replant? Renew mulch? Who will do the work and when? What materials will be used and what quantities?

Proposed long-term changes to site management Think through the results of the monitoring event; how will those results affect current practices? Describe any changes that may need to be made to the original management plan in order to make the project site more successful (adaptive management). For example, if climbing ivy continues to re-sprout from stumps left at the base of trees each year, perhaps different control measures need to be instituted to do a clean kill of ivy roots to prevent regrowth. If plant survivability falls below the target percentage, investigate to determine why so many young plants are dying: do they need more water? Better protection from foot traffic? The results of the investigation should inform changes to management and maintenance practices to enhance success. What will change and why? How will the proposed change(s) be accomplished? Who will do the work and when?

Photomonitoring Photomonitoring helps illustrate the progress made on the project site, as well as visually telling the story of the work that’s being accomplished. By having a set of photographs taken at the same location over time, progress toward goals can be shared with others such as volunteers, City staff or decision-makers. Attach photos taken annually at established photomonitoring points.

Appendices Additional information not requested in this report template is not required; however, maps or other materials may be useful when explaining monitoring results and/or changes to site management.